

## **Accreditation**

Notre dame Catholic School is accredited by the Florida Catholic conference whose accrediting practices are approved by the Southern association of Colleges and Schools and is a member of the national Catholic education Association.

## **Mission Statement**

Notre Dame Catholic School recognizes that each student is a unique child of God, our Father. We proclaim the Gospel message of Jesus, pray together and build community as we encourage students to open their hearts to the Holy Spirit, their minds to learning and their talents to service.

We strive to provide a strong, spiritual, academic, and physical foundation in a safe and comfortable learning environment where mutual respect increases a student's potential for responsible decision making, and allows students to move confidently, with Christ beside them, into an ever-changing world.

## **Statement of Goals**

At Notre Dame Catholic School we believe

- ...each student is a unique child of God.
- ...mutual respect among and between the students and staff creates a wholesome learning environment.
- ...a safe and comfortable learning environment promotes learning and success.
- ...a healthy learning environment is everyone's responsibility.
- ...a Catholic school reflects the integration of Catholic faith and values with learning and life.
- ...A Catholic education is an integral part of the church's mission to proclaim the Gospel message of Jesus, to build faith communities, to celebrate, to worship, and to serve others without distinction.
- ...student learning is a priority in this school.
- ...students learn in a variety of ways.
- ...the opportunity for success is an important component of student learning.
- ...a supportive and challenging learning environment increases a student's potential for responsible decision making.

## **Notre Dame School Policy Statement**

Since Notre Dame School is a Catholic school, all children who attend are required to take religion classes and be present at all religious functions. They will not have to take part in the religious celebrations but they are required to be present.

## **Absences/Tardiness**

The Notre Dame school day is from 8:05AM to 3:00PM. Each student enrolled in Notre Dame School is obligated to regular and punctual attendance. **Perfect attendance, which is just that, "Perfect" (no tardies, early dismissals, nor absences) is recognized by an award at the end of the school year.** Florida State Law requires that accurate attendance records be kept. Attendance is taken in the homeroom before Morning Prayer, 8:05AM. Four consecutive hours of attendance (not including lunch) is considered a full day's attendance. Students who are not present when attendance is taken are considered tardy. **If a student is absent, a parent/guardian is required to call the school office before 9:00AM. Upon returning to school, the student is required to present a written excuse stating the date, reason for absence and the signature of the parent/guardian.** Each student is also obligated to complete all work assigned in each course in which the student is enrolled.

Requests for homework for absentees should be made by calling the school office no later than 9:00AM on the day it will be picked up and may be picked up in the school office after 3:00PM or arrangements made to be sent home with a sibling or other classmate.

## **Excused Absences**

- Personal (child's) illness and/or doctor's appointment. (Parents are encouraged to make routine doctor and dentist appointments after school hours.)
- Family illness.
- Death in the family.
- Court appearances.

In order for the child to be excused for any other type of absence, advance notice in writing to the school is required. In instances of chronic, irregular absences reportedly due to illness, the school may request a physician's statement certifying such absence to be justified. Children who are absent from school for more than 10 days in a semester (20 per year) may be required to repeat the grade, be enrolled in a summer tutoring program or complete a teacher prepared packet of grade level assignments at the discretion of the school administrator. Any of these prescriptions may also require that the student take a placement test before beginning classes. It is the responsibility of the parent/guardian to provide the school with written verification that the student completed the work packet and to arrange for any required testing.

## **Unexcused Absence Policy**

Absences other than those mentioned may be deemed "unexcused" by the administrator unless written notification is received 3 days prior to a planned absence and approved by the principal. Vacations, and days out before or after scheduled school holidays, may be deemed "unexcused" absences. An unexcused absence will result in forfeiture of academic credit for class work, homework and tests. The administrator will advise parents/guardians of the status of planned absences. **Requests for homework for absentees should be made by calling the school office no later than 9:00AM on the day it will be picked up and may be picked up in the school office after 3:00PM.** Assignments for approved long-term absences will be given on the day the child returns to school (not in advance). Arrangements for their completion and the day tests will be made up should be made within 24 hours after the return of the student to school. Reasonable time (usually 1 day for each day's absence) will be given for completion of assignments. Credit may be forfeited after 24 hours if student does not inquire about work.

**If a student has 6 unexcused absences, the student and parent/guardian will be required to have a conference with the principal or designee.**

## **Truancy**

Florida State Law defines "Habitual Truancy as fifteen or more days in a ninety day period; intervention activities begin after a student misses three days in a ninety day period." NDCS parents/guardians are required to send in a note when a child returns to school. after a 3 or more day absence a doctor's note may be required. Parents/guardians are required to send a note to the administrator at least one week in advance requesting an extended absence for their child. Upon approval, the classroom teacher will be notified of said absence.

## **Tardiness**

State and Federal school laws require that accurate records be kept of student attendance. Parents/Guardians are responsible for the timely arrival of their children. Students who arrive after attendance is taken at 8:05AM are considered tardy and must be given a tardy slip in order to be admitted to class. Excessive tardiness may require disciplinary action at the discretion of the school administrator. Students with more than 7 tardy arrivals per semester may be required to make up time missed in a detention. Parents/Guardians are reminded that children are developing life-long habits and promptness of arrival is important in that process. Parents/Guardians are asked to phone or send a note with the child explaining unusually late (after 8:05 – 8:45AM) arrival.

## **Access to School Records**

By law, parents or legal guardians are entitled to access school records of their children at any time. Requests to see records must be made in the school office. Parents/Guardians may view the records in the school office and in the presence of the principal or school counselor.

## **Admission Policy**

Open admission policy DBS# 5110-5/83

The open admission policy of the Catholic Schools of the Diocese of St. Petersburg clearly states that no person can be discriminated against on the grounds of race, color, national or ethnic origin in administration of education and admission policies, scholarships and loan programs, athletic and other school administered programs however, Notre Dame has no special education programs to offer.

Students entering EC3 must be three (3) years old by September 1<sup>st</sup> of the school year. Students entering EC4 must be four (4) years old by September 1<sup>st</sup> of the school year. Kindergarten students must be five (5) years old on or before September 1<sup>st</sup> of the school year according to Florida state law. New first grade students must be six (6) years old on or before September 1<sup>st</sup> of the school year and have successfully completed an accredited kindergarten program. A physical examination is required when a student enters school for the first time. Age must be verified by an original birth certificate. Immunization records must be complete and kept up to date. A copy of the baptismal certificate is required for Catholic students. Each child must have a social security number on file. In situations of custodial stipulations, a copy of the official court document is required for the file and the signature of both parents is required on registration application and withdrawal documents.

**All new students, after meeting with the principal, will be accepted for a probationary period of 90 days to ensure that there is compliance with all school policies. The administration will have the final say regarding all new students and their probationary status.**

All families must re-register each year.

New students are accepted into the school in the following order:

1. For Kindergarten, students who have attended the Early Childhood program at Notre dame Catholic School.
2. Brothers and sisters of children presently registered will be given preference whenever possible.
3. Catholic students from within the parishes participating in the Catholic agreement.
4. Catholic students from outside the Catholic agreement.
5. Any other qualified student.

**The administration will have the final say regarding all new students.**

## **Arrival and Dismissal**

No child should be dropped off at the school before 7:50AM as there is no supervision before that time and the school cannot accept responsibility for the safety of the child. All students who arrive before 7:50AM must go to morning care.

The dismissal bell rings at 3:00PM. Parents are asked to follow the dismissal procedure to ensure the safety of each and every child. Parent/Guardian is issued student ID cards to be clearly displayed on the dash. Please remain in your car and the students will be brought to you. All students that are on campus after dismissal will be sent to aftercare.

In accordance with our safe environment procedures, no child will be released to a parent/guardian or adult who does not have a student ID card properly displayed on their vehicle or is deemed to be in any condition that would be potentially harmful to the safety of the child. Anyone that does not have a

student ID card will be pulled over and will be asked to show proper ID which must be verified through the office before the student is released.

**Parents must follow the dismissal procedure to ensure the safety of each and every child.**

### **Notre Dame Extended Day**

Notre Dame Extended Day is a before and after school service for Notre Dame parents who need a place for their children to be dropped off before work and can be picked up after work or when running late and cannot be here at 3 o'clock pickup. There will be a \$10 dollar registration fee per family for this Extended Day Program. If not paid prior to use, you will be billed upon the first billing.

**Extended Day AM:** **From 7:00AM till 7:50AM on school days – Cost \$1.00 per family per day, after 7:30, .50 per day. All students who arrive before 7:50 will be sent to morning care.**

**Extended Day PM:**  
**Time:** From dismissal to 6PM Monday through Friday, when school is in session (excluding school holidays). Early dismissal days are included in the program. All exceptions will be posted as they apply.

**Place:** Notre Dame Extended Day students will meet in front of the school. In the event of inclement weather, the children will meet in the extended day building. They will play outdoors and study in the extended day building.

**Payment:** **\$4.00** per hour for one child, **\$3.00** per hour for the second child and **\$2.00** for the third child. Billing is done in half hour increments.

**Parents will be billed monthly for this service. Payments are due upon receipt of the bill may be sent to the office to the attention of the bookkeeper.**

**IF YOUR ACCOUNT BECOMES DELIQUENT MORE THAN ONE MONTH, YOUR CHILD WILL NOT BE PERMITTED TO USE THIS SERVICE UNTIL THE PAST DUE AMOUNT IS PAID. THIS DIRECTIVE WILL BE ENFORCED.**

**IT IS IMPERATIVE THAT WE HAVE A REGISTRATION FORM FOR EVERY CHILD USING THIS PROGRAM.**

**Daily Procedure:** Notre Dame Extended Day students will meet in front of the school at dismissal time. The children may change from their uniforms into play clothes when they go into the extended day building. Each day will include study time, free playtime and snack time. Playtime is divided between age appropriate children while homework is being done.

**Homework:** Extended day staff members will assist and monitor a quiet study time daily. However, children are still responsible for their own required homework and parents should inquire about whether it is completed when they come home in the evening.

**Authorized Escorts: Please list the names of people authorized to pick up your children from Notre Dame Extended Day. If extended day staff is not familiar with any person picking up a child, they will ask to see ID and possibly make a phone call to verify. Please call the office if you will be sending someone not listed and have their ID available.**

### **Alcohol and Drugs**

The possession, sale or use of alcohol, drugs or other controlled substance on the school campus is strictly forbidden. Violation of this rule may result in serious disciplinary action. Notre Dame is a **smoke free environment** in compliance with Florida law. Notre Dame has a zero tolerance policy for the possession of any item that can be considered a weapon. A student with possession of any of these items will receive a three-day suspension and/or expulsion from school.

## **Athletics**

In addition to physical education classes, students will be able to participate in intramural programs offered as feasible. Athletics will be promoted after school as a natural extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience.

- Grades will be monitored through eligibility sheets.
- Students serving detention will be benched for undetermined number of games depending on the severity of discipline infraction.
- Yearly physicals are required to participate in team sports.
- Coaches will be required to submit fingerprint cards and attend an ethics and safe environment workshop as a precaution to provide appropriate care out of the visual range of the teachers and administration.
- Spectators are reminded that the purpose of the athletic program is to teach good sportsmanship, fellowship and youth development. Any parent or spectator exhibiting unsportsmanlike behavior may be asked to leave.

The league participants schedule games and tournaments in advance. Due to the scope and frequency of the athletic program, parents will be responsible for transporting their own child. Notre Dame School will not be responsible for arranging carpooling or be liable for transportation to and from games. A schedule will be sent to parents as soon as it becomes available. Should a game be canceled due to inclement weather, for example, every effort will be made to contact the parent in advance. (See Athletics Handbook)

## **Birthdays/Home Party Invitations**

Any Treats sent to school to be shared with classmates must be store bought. Cupcakes cookies etc. for birthdays may be brought to the main office before school. The teacher will be notified and at their discretion, will be given out to the class. **Party invitations may not be distributed at school for any reason. There will be no exceptions made.** Each family will be given a family directory that they may use for this purpose.

## **Care of Books and Supplies**

Care of Books: It is imperative that our children care for personal and school property. **All school books must be covered and in a bag suitable for book care.** No contact paper may be used on hardback books. Students are responsible for paying for books if they are lost or damaged.

Supplies: All notebooks must be purchased from the school. They are penmanship lined and must be used for all subjects except math. **NO TRAPPER KEEPERS OR SPIRAL NOTEBOOKS ARE PERMITTED IN SCHOOL.** From the second half of the second grade all writing is to be in cursive.

## **Change of Address**

**Please inform the school office immediately in writing if you change your address or phone number.** It is of great importance that we are able to contact you at any time during the day in case of an emergency. A change of parish must be noted in the school office. Please inform your current parish, the parish you are joining and the school bookkeeper if you are changing your parish status.

## **Communications During the Day**

The school office will deliver any serious messages for the students. Students will be allowed to use the telephone to call home only in emergency situations. Parents who need to communicate with teachers should call the school office, asking that calls be returned when teachers become available. In order to respect the teacher's private lives at the end of the day, parents are encouraged to call the teachers only at school and the teacher will respond within a reasonable amount of time.

## **Correspondence – School to Home**

Important information, including the monthly newsletter, is sent home in a white envelope with the youngest or only child. This envelope must be signed and returned to the school the following day. If the envelope is lost, a \$2 replacement fee will be charged.

### **Newsletter/Calendar, Monthly**

Each month of the school year, a newsletter and calendar is sent home detailing activities for the month and other important school information. Parents are encouraged to note the activities and schedules on a calendar since all notes, letters, reminders etc. will be sent home via e-mail or posted on the school website. If you do not have access to the internet, you must notify the school and arrangements will be made accordingly.

### **Curriculum**

Religious Education: Notre Dame School has daily religion classes, class prayer services, para-liturgical ceremonies, and scheduled Masses.

Other Content Areas include reading, writing, English, Science, Social Studies, Mathematics, music, art, media/computers, Spanish and physical education/health. The school offers the facilities of a central library and a computer lab. Diocesan subject-time allotments are adhered to although schedules vary from year to year and grade to grade. Grades 6-8 are departmentalized. Curriculum evaluation is developed in accordance with Diocesan recommended seven year cycles.

### **Textbooks**

**Religion:** The silver Burdett gin, "Blest Are We" program, is the basis of this important subject of the student's day in K through 8. EC3-4 uses the "I Am Special" series. Our Sunday Visitor Press publication. The Benziger "Family Life" program supplements the religion, health program as well as the "Safe Environment" program.

**Lang. Arts:** In the current curriculum program, language arts includes reading/literature, grammar and usage, poetry, writing, spelling, vocabulary and penmanship.

**Reading/Literature:** Macmillan/McGraw-Hill is the publisher of the Kindergarten series "Beginning to Read, Write and Listen." Grades 1 through 5 have Houghton Mifflin reading series. Grade 7 uses a Prentice Hall literature book, "Timeless Voices, Timeless Themes." Grades 6 & 8 have a new 2006 literature book, "The Language of Literature," a McDougal Little book.

**Grammar/Usage:** Loyola "Voyages in English" and "Exercises in English" serve as the text for grades 3 through 8. the primary grades have the grammar and usage included in the reading series.

**Vocabulary:** The Sadlier-Oxford vocabulary program is part of grades 3 through 8 spelling curriculum. Spelling for grades 1 through 2 is included in the reading series.

**Penmanship:** Zaner Bloser is the handwriting book used for grades 1 through 3.

**Composition Writing** uses Zaner Bloser series in grades 4 & 5

**Phonics:** The reading text covers phonics in grades K through 3.

**Math:** The core of the math program is Sadlier-Oxford "Progress in Mathematics" series for grades K through 3 and 5; grade 4 is using the 2007 Houghton Mifflin "Math Times." Grade 6 through 8 uses a different series, Glencoe Math, Course 1 and 2, Glencoe Pre Algebra and Algebra.

**Soc. Studies:** The McGraw-Hill series is used for grades 1 through 3. Grades 4 and 5 use Harcourt Brace. Grades 6 through 8 use the Glencoe series, "Our World Today," and "American History."

**Science:** The McGraw-Hill series is used for grades 1 through 5. Grades 6 through 8 use the Glencoe series: Earth Science, Life Science and Physical Science.

**Computer:** Grades K through 8 are given hands on instruction in computer use, as well as a keyboarding program, Kidspiration and Inspiration, Power Point and web searching. They also use word processing and excel programs as part of their subject area activities.

**Physical Ed:** Once each week, EC3, twice each week, grades K-5, three times a week, grades 6-8 enjoy the structured activities planned for their fine and gross motor development. Basic skills are taught with drill, exercise and proficiency activities. If for any reason, a child cannot participate in physical education, a written excuse must be submitted to the teacher from a certified physician.

**Health:** Once a week Health will be taught for grades 4 and 5. Emphasis will be placed on nutrition, proper rest and exercise, and overall physical well being, as well as safe environment. The MacMillan/McGraw Hill text is being used. Grades 6 through 8 will have two full days of retreat which will cover health, family life and safe environment education.

**Spanish:** Grades 7 and 8 use Scott Foresman "Paso A Paso." Grade 6 use "Bien Vieje." Grades 6 through 8 have Spanish 4 times a week. Grades EC3 through 3 have Spanish one ½ period a week and grades 4 and 5 have Spanish two times a week.

**Art:** The Florida sunshine Benchmarks are incorporated into the curriculum

**Music:** The Florida Sunshine Benchmarks are incorporated into the curriculum. Piano keyboards and recorders are used for grades 3 through 8.

### **Diocese of St. Petersburg Student Internet Use Policy**

This document sets forth the rights and responsibilities for students under the Diocese of St. Petersburg Student Internet Use Policy. The Student Internet Use Policy is, by reference, a part of the Student Internet Account agreement which must be executed by each Student and each Student's Parent or Guardian

#### **A. Educational Purpose:**

1. The school internet system has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.
3. You may not use the School Internet system for commercial purpose. This means you may not offer, provide, or purchase products or services through the School Internet system.

#### **B. Access to Online Materials:**

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in class or would otherwise research in the school library. Use for entertainment purposes is not allowed.
2. You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.

3. If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report the access to the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.
4. The school has installed filtering software to attempt to prevent access to inappropriate material.
  - a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
  - b. You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

C. Privacy and Communication Safety Requirements:

1. "Personal contact information" includes your full name, together with other information which would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you are not allowed to use the School Internet system to disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose, through the School Internet system, personal contact information to educational institutions, companies or other entities for continuing education, professional or career development purposes with specific staff approval.
4. You are not allowed to disclose names, personal contact information, or any other private or personal contact information about other students. You are not allowed to forward a message sent to you privately without documented permission from the person who sent you the message.
5. You are required to promptly disclose to your teacher or other school staff member any message you receive through the School Internet system which is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a teacher or other staff member.

D. Unlawful, Unauthorized, and Inappropriate uses and Activities:

1. Unlawful activities:
  - a. You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This prohibition includes attempting to log-on through another person's account or to access another person's files.
  - b. You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
  - c. You are not allowed to use the school Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
2. Inappropriate language:
  - a. Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Web pages.
  - b. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
  - c. You are not allowed to post information which could cause damage or a danger of destruction to your school or any organization or person on the School Internet system.

- d. You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.
  - e. You are not allowed to harass or bully another person on the School Internet system.
  - f. You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
  - g. You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restriction on inappropriate language.
3. Plagiarism and copyright infringement:
- a. You are not allowed to plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours, without proper attribution.
  - b. You are required to respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
4. Specific Activities prohibited:
- a. Inappropriate activities subject to discipline under this policy include but not limited to:
    - i. The transmission of material, information or software in violation of school policy, or local, state and federal law.
    - ii. Changing of Windows/Mac platform settings (desktop, screensavers, etc.)
    - iii. Downloading software or plug-ins into the School Internet system.
    - iv. The use of web-based email accounts.
    - v. Online chatting or instant messaging.
    - vi. Making purchases via the internet.
    - vii. The installation of any software on the system by a student. Software can only be installed by the School, using software purchased by the School and appropriately licensed by law for use on School computers.
    - viii. Violating copyright or other laws.
    - ix. Accessing personal files belonging to others.
    - x. Accessing areas of the network which are not designated for your use.
5. Limited Privacy:
- a. You are notified by reading and signing the "Student Internet Account Agreement" that you have only limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised and is subject to being closely monitored at all times. You are notified that the school's monitoring of the Internet usage can reveal all activities you engage in using the School Internet system.
  - b. Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

E. System Security and Resource Limits:

1. System security:
  - a. You are responsible for your School Internet system individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
  - b. You are required to immediately notify a teacher or the system administrator if you have identified a possible security problem involving the School Internet system. However, you are not required to look for security problems; this may be construed as an unlawful attempt to gain access.
  - c. You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.
2. Resource limits:
  - a. You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
  - b. You are not allowed to download large files from or to any computer on the School Internet system unless absolutely necessary, and then only with the approval of a teacher or another school employee. If necessary, and allowed, you are required to immediately remove the file from the School Internet system computer as soon as possible after appropriate copying or use.
  - c. You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

F. Discipline:

Violations of this Student Internet Use Policy can result in termination of the student's account, denial of access to the School Internet system, suspension, expulsion, or referral of matters to the appropriate law enforcement agency, depending on the severity of the actions. Such determination is within the sole discretion of the School and the Diocese.

G. Limitation of Liability:

Neither the Diocese nor the school guarantees the functions or services provided through the School Internet system or its internet service provider will be without error. The Diocese and/or school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. Your parents can be held financially responsible for any harm resulting from your use or misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

**Discipline Policy**

**Guiding Principles**

**Hostility breeds hostility;  
Respect commands respect;  
Love awakens love.**

Jesus is the center of our lives and His teachings are the prime reason Catholic Schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide the students toward positive, Christian behavior. The Notre Dame faculty has implemented a co-operative discipline approach. Cooperative Discipline offers corrective, supportive, and preventative strategies for achieving order and control in the classroom while creating a positive classroom climate for the students.

Rationale: Self-discipline is a characteristic of the Christian community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom. Rules of behavior are, of course, necessary. They must be reasonable for the circumstances of the school, well known, and administered fairly. Demonstrated respect for each individual, whether student, faculty members, volunteers or any adult, fosters a spirit of mutual respect in which orderly behavior flourishes. Well-prepared and conducted classes reduce disciplinary problems, especially when positive motivation for conduct and achievement is apparent.

Policy: Teachers and principals must administer discipline in accordance with regulations of the State Board of Education. (Sec. F.S. 232.27) Pupils should be treated kindly, considerately, humanely, and in a Christian manner. In all cases, while punishment may be applied as needed, the root causes should be sought and remedies applied at the source. The Christian viewpoint of seeing the child as made in the image of God must prevail. Prudence must reign supreme in all disciplinary action. In order to achieve the desirable situation, the following guidelines should be observed:

1. Communication with parents is an important element in maintaining good discipline. If a particular child is having either academic or disciplinary difficulty, frequent communication with parents is necessary in order to ensure a behavior change.
  - Teacher conferences with parents should be arranged as necessary.
  - Administration should be informed and participate in the conference when the problem is of a serious nature.
  - A record of all conferences must be kept in guidance file.
2. Academic sanctions, e.g., course failure or low marks should not be used as disciplinary measure. Marks should reflect the level of mastery of a particular subject matter not behavior although poor behavior might cause a student to do poorly academically.

Students from Notre Dame have a responsibility at all times to represent the Christian values and behavior that characterize Notre Dame. This includes deportment in school, at school sponsored events and activities. If a student acts at any time in a way that is inappropriate for a Notre Dame student, serious consequences will result. Corporal punishment will not be used as a disciplinary sanction.

Sound discipline is enhanced by clear communication between home and school. Whenever a discipline problem occurs, a written disciplinary form will be sent to the parent. Either at the request of the parent or the teacher involved, a conference may be requested in order furthering communication. Group sanctions will not be used as a general rule. Generally, the following sanctions are a minimum for individual offenses. Sanctions run from denial of privilege, to detention, suspension, and to expulsion. Individual conduct warranting discipline, which may not be enumerated herein, will be dealt with appropriately within the guidelines established in the disciplinary code.

**As students grow, they must be taught to take responsibility for their actions.** As result, there are some differences in the discipline code as it applies to grade kindergarten, one and two; grades three through eight. Any serious disciplinary problems, whatever the grade level, will be handled within the scope of the middle school code including issues involving three day suspensions, expulsion, and appeals.

**NOTE:** Suspensions may be in school or out-of-school at the principal's discretion. Work assigned during suspension whether it is in school or out-of-school is to be completed but no credit will be given. Test will be made up at the convenience of the teacher.

When a student has accumulated five (5) hours of detention, the school will notify the parents and the pastor of the student's parish. The student's next offense may result in a one day suspension. Each offense after this may be a one day suspension unless the action specifies a longer suspension. Detentions will be evaluated as to their severity in determining the necessity for suspension. Three suspensions may result in expulsion. Prior to any expulsion, a conference will take place with the principal, parent, student, and teacher (if applicable). An in-school disciplinary committee will be consulted by the administration after the conference. This panel will function in an advisory role and the decision of the principal will be considered final in matters involving less than three days suspension or expulsion. (If a teacher on the in-school disciplinary committee is directly involved in the incident, another teacher will be designated by the administration on that grade level.)

### **Conflict of Interest – Resolution Procedure:**

1. Make an appointment with your child's teacher to discuss and resolve the issue
2. If this does not resolve your situation then you must submit your concern in written form to the administration for consideration.
3. If the situation warrants, a conference will be held with the teacher, student, parents, and the administration.
4. If satisfaction has not been received, you may submit to the school pastor, your concerns in writing.
5. If your concerns have not been met after following this procedure, you may wish to contact your parish priest.

If in serious cases (those involving three day suspensions or expulsions), the parent or legal guardian wishes to invoke formal hearing process, the following procedure must be followed.

1. This policy pertains only to serious disciplinary matters (i.e., three day suspension or expulsion) and is not for academic or other disciplinary sanctions.
2. the hearing process is not self-actuating. It must be invoked (initiated) in writing by the parent or legal guardian. Failure to ask in a timely manner (five business days) for a hearing before a panel, forfeits such right.
3. The panel shall consist of the following members:
  - a. A member of Notre Dame school designated by the Chair of the School Advisory Board.
  - b. A guidance counselor of Notre Dame.
  - c. The pastor in charge.
4. The panel will convene within five business days after a request for a hearing.
5. The decision of the panel and the action taken should be documented and placed in the student's file with copies mailed to the parent(s) or legal guardian and to the Diocesan Office of Catholic Schools.
6. Appeals:
  - a. An appeal from the decision of the panel must be made in writing and made by the parent or legal guardian within five business days for a three day suspension, or within ten days for an expulsion to the Office of Catholic Schools with a copy delivered to the school principal.
  - b. The decision of the appeal will be rendered by the Diocesan Office of Catholic Schools within ten business days with copies mailed to the parent(s) or legal guardian and to the principal.
  - c. The decision of the Diocesan Office of Catholic Schools in the appeal process is final.

### **Student Code of Conduct**

Harassment (har-as-ment)/ incitement (in-cite-ment) to violence

Any words, acts, graphics, or dress that may threaten or incite others to do bodily harm to another person, or that may intimidate another person through fear of their personal safety, will always be referred to a law enforcement agency.

The first offense for breaking this rule is a serious offense. The punishment is out of school suspension (1 to 10 days) and possible recommendation for expulsion.

Repeated Offense: Expulsion

The above punishment is always based on the decision of the administration.

### **Assault:**

1. An "assault" is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with apparent ability to do so and doing some act, which creates a well-founded fear in such person that such violence is immanent.
2. Whoever commits assault shall be guilty of a misdemeanor of the second degree and punishable by a definite term of imprisonment not exceeding 60 days and/or a fine of \$500.

### Battery:

1. A person commits battery if he:
  - a. Actually and intentionally touches or strikes another person against the will of the other.
  - b. Intentionally causes bodily harm to an individual.
2. Whoever commits battery shall be guilty of a misdemeanor of the first degree, punishable by a definite term of imprisonment not exceeding one year and/or a fine of \$1000.

### **Discipline Code – Elementary and Middle School Grades 3-8**

#### Minor Offenses

1. Misbehavior in lunchroom: loss of recess during lunch; clean up lunch area
2. Chewing gum, eating or drinking in class, except water: 30 minute detention  
**DISCARDED GUM IS A TIME CONSUMING MAINTENANCE PROBLEM**
3. Repeated lack of homework: detention
4. Failure to conform to the uniform dress code: parental contact; 1<sup>st</sup> time a note sent home; 2<sup>nd</sup> time a phone call home, 30 minute detention
5. Throwing food or any object: 60 to 90 minute detention

#### Major Offenses

1. Consistent tardiness from school; parental contact, 7 or more per quarter will result in detention
2. Use of profane, obscene, vulgar, or abusive language or gesture: 1 hour detention or possible suspension
3. Disrupting the learning process of other students with inappropriate behavior: 30 to 90 minute detention
4. Teasing, bullying, or making fun of other students: 60 to 90 minute detention or possible suspension and parental contact
5. Defiance or disrespect to any adult: 30 to 90 minute detention
6. Dishonesty (cheating on a test, copying work, signing parent's name, etc.): 90 minute detention and loss of credit
7. Stealing: restitution and depending on the degree of the offense, 90 minute detention to 1 day suspension
8. Vandalism: restitution for time and material and 90 minute detention to 1 day suspension
9. Truancy: 1 day suspension
10. Fighting or actions with the intent or potential for bodily harm: depending on the severity of the incident, sanctions range from detention to expulsion
11. Consumption or use of alcohol, drugs, tobacco products or any illegal substance or any inappropriate use of illegal substance: 3 day suspension and enrollment before returning to school in an approved drug or alcohol abuse treatment program and/or probable expulsion
12. Possession of alcohol, drugs, tobacco products or illegal substances or drug paraphernalia, weapon, toy or real, or threat of use of a weapon can or will result in 3 day suspension and/or expulsion
13. The purpose of this school is to instill the highest moral values. Any deliberate action that is contrary to the moral climate shall normally result in a 3 day suspension and/or expulsion.

### **Discipline Code – Primary Grades K, 1, 2**

#### Minor Offenses

1. Misbehavior at lunch: loss of recess during lunch and/or parental contact
2. Gum chewing: loss of recess on that day, possible detention  
**DISCARDED GUM IS A TIME CONSUMING MAINTENANCE PROBLEM**
3. 2 missed assignments per week of homework: loss of recess and parental contact. In severe instances a detention may be issued
4. Failure to conform to the uniform code: parental contact (referral)
5. constant tardiness from school: parental contact, 6 or more per quarter will result in detention

### Major Offenses

1. Use of profane, obscene, vulgar, or abusive language or gestures: loss of recess, parental contact, and possible detention
2. Defiance or disrespect to any adult: loss of recess, parental contact, and possible detention
3. Throwing food or any object: loss of recess, parental contact, and possible detention
4. Dishonesty (cheating on test, copying work, signing parent's name, etc.): loss of recess and parental contact
5. Teasing, bullying, or making fun of other students: loss of recess, parental contact, and possible detention
6. Stealing: restitution, loss of recess and parental contact
7. Vandalism: restitution for time and material, loss of recess, parental contact, and possible detention
8. Lack of respect for other students and /or fighting: loss of recess, parental contact, and possible detention
9. Repeated failure to follow class rules: loss of recess, parental contact, and possible detention

Any serious disciplinary problems, whatever the grade level, will be handled within the scope of the middle school code, including issues involving 3 day suspensions, expulsions, and appeals. The administration and superintendent reserve the right to discipline or expel at their discretion.

### Dress Code:

Uniforms at Notre Dame Catholic School are mandatory through *ABC Uniform Store, 7310 sunshine Grove Road, Brooksville, FL 34613, 352-597-8373* (across from Sam's Club on SR50). The appearance of each student is the responsibility of that individual and his/her parents. All students are expected to maintain, at all times, an appearance that is not distracting to the teachers and other students, and is not disruptive to the school environment or educational process.

**Boys** Navy blue slacks or shorts; Black or navy belt; Navy V neck long sleeve sweater; Navy V-neck sleeveless sweater vest; Lt. blue pique polo shirt with ND insignia on left collar; **Socks must be purchased through the school**

**Girls** Navy blue pants, pleated front w/pockets; Navy blue shorts, pleated front w/pockets; Black or navy belt; Navy blue skorts; Navy blue V neck long sleeve sweater; Navy blue V neck sleeveless sweater vest; Lt. blue pique polo shirt with ND insignia on left collar; Navy blue cardigan sweater; **Socks must be purchased through the school;** Navy blue or white tights may also be worn. Jumpers will no longer be available but may be worn if you already have them.

Shoes must be **SOLID BLACK**. Tie, Velcro or buckle, the shoes must be securely fastened to the feet. Non-slippery **FLAT** sole. **No heels or platforms.** Our policy for shoes will be strictly enforced. **No white or color markings whatsoever will be allowed on the shoe. No heels or platforms. Flat non-slippery sole only.**

Boys and girls must keep their hair clean and neatly trimmed. Hairstyles must be of a conservative nature. Cuts and styles that are associated with values contrary to the school's philosophy are not permitted. Boys hair should not touch their shirt collar, nor should the hair length impede vision. It must be cut over the ears and above the eyebrows, and clean shaven daily. Boys may not wear earrings. No students may wear makeup, face coloring, lipstick, lip gloss or nail polish (clear nail polish is permitted for girls only). Prohibited are extreme hairstyles, colors and accessories, which are disruptive to the school environment or educational process. Girl's hair accessories must match the uniform and be subtle in size and style. Girls with pierced ears may wear **small earrings**, limited to two pairs. Silent wrist watches are permitted. No bracelets or wristbands of any kind, including "Livestrong" etc. No rings. Religious medals may be worn appropriately. No chokers or handmade necklaces. **NO OTHER JEWELRY. Shirts must be neatly tucked in at ALL times.** Boy's pants/shorts must be worn appropriately, pulled up to the waist with a belt. During cold weather, non-uniform coats, jackets, sweatshirts etc. may be worn to and from school, but must be removed in the classroom. **Only uniform sweaters may be worn in the classroom, church, or any "on campus" building.** Sunglasses and hats are recommended for outside use only.

### **Physical Education Uniform**

K-8: An official Notre Dame PE uniform consists of royal blue shorts and a grey tee shirt with the Notre Dame logo. The old white tee shirt will be used this year. PE uniforms are to be purchased from the school at the beginning of the school year. Notre Dame or white, royal blue or navy sweats are permitted, during PE class, when the temperature permits. Credit for participation in PE can and will be denied if the student is not dressed for PE class.

### **Out of Uniform Days**

The standard form of dress for students is the school uniform. However, on special occasions during the school year, students may dress out of uniform according to the "out of uniform dress code." We must always be conscious that our Catholic identity calls us to dress in a proper and modest manner that reflects a sense of self-respect, pride in our school, and consideration for the feelings and concerns of others. If a student's clothing is not in keeping with the aforementioned standards, parents will be notified and must bring appropriate clothing to school.

**Dress Up Days:** Students are permitted to "dress up" in non-uniform apparel on occasions deemed special by the administrator. "Sunday best" includes collared shirts, slacks for boys, skirts or dresses, 3" from the floor when kneeling, for girls. No jeans, shorts, tank tops or casual clothes are permitted on these days. Shoes must be non-slippery and flat, **no flip-flop sandals of any kind**, sandals that are open toed and backless or platforms are not permitted. **Abuse of dress up code will result in loss of privilege.**

**Dress Down Days:** "Dress Down Days" may from time to time be announced as approved by the administrator. Special theme costumes or relaxed dress (casual, shorts 3" from the floor when kneeling) may be permitted as appropriate for special events. No sleeveless tank tops, mid-drift tops, or short shorts will be permitted. Shoes must be non-slippery and flat, no heels or platforms, **no flip-flop sandals of any kind**, sandals that are open toed and backless or platforms are not permitted. We ask that student and parents use good judgment. **Abuse of dress up code will result in loss of privilege.**

#### **FAILURE TO COMPLY WITH UNIFORM DRESS CODE REGULATIONS**

1. A verbal reminder/warning from any member of the faculty or staff.
2. A phone call home to parents for a change of clothes.
3. 30 minute detention for student.

Your cooperation in insuring that your child/children comply with the uniform dress code of Notre Dame Catholic School is greatly appreciated. The administration reserves the right to determine, that which is acceptable, and that which is not.

### **Electronic Devices**

No electronic devices may be used in school or on campus. These include **cell phones, pagers, iPods, CD players, portable DVD players gameboys etc.** If the students do not conform to this, the devices will be taken away from them and returned directly to the parent/guardian. In case of emergencies, all phone calls are to come through the office.

### **Emergency Closing of School**

In times of natural disasters such as hurricanes, flooding, tornado, etc., Notre Dame will follow the same instructions as the Hernando County Public Schools regarding the closing of school. Please listen to local radio stations for details. Each family will also be notified by the Honeywell Instant Alert for Schools, which is posted on the school web page. Notre Dame Personnel make every effort to insure the safety of the children. When there are severe weather warnings during the school day, students and teachers from the modular building will be moved into the main building. Early Childhood students will remain in their building. The Paris Hall will be used as needed.

### **Emergency Plans**

An emergency handbook with a detailed plan is on file in the school office.

### **Emergency Information**

Emergency cards are distributed in the fall of every school year for pertinent information in case of an emergency. It is essential that the school be informed of any changes in phone numbers, work numbers, secondary contact people, and the child's doctor after these cards are submitted. Please call the office immediately to report changes. **Students will not be allowed to attend school if they do not have an emergency card on file in the office.**

### **Field Trips**

Field trips are arranged with the utmost care and preparation. Field trips are grounded in the curriculum and arranged with the express permission of the school administrator. Teachers are expected to prepare children with prerequisite learning and to provide curriculum follow up experiences/activities.

Every safeguard and precaution will be taken to ensure a risk free activity for the children. A written permit from the parent/guardian is necessary before the child may accompany his/her class on a field trip. Parents/guardians of students may be asked to assist the teacher in chaperoning the field trip. Parent participation on field trips is not guaranteed. Only those parents that have completed the safe environment workshop and have completed a background check will be allowed to be a chaperone. No siblings will be allowed on field trips. The principal reserves the right to make the final decision regarding each field trip.

In addition, appropriate behavior is required. **Students must accompany the class to and from said field trip on the transportation provided by the school.** Under no circumstances will a child or chaperoning parent be permitted to venture from planned itinerary. Any parent doing so will not be allowed to chaperone another field trip. The decision for permission for children to participate is at the discretion of the administrator.

### **Emergency Drills**

The safety of students is insured by drills and precautionary measures, which are followed in the event of a disaster from fire, storms or evacuations. The faculty will make students aware of these precautions during the school year. Absolute silence must be maintained throughout these drills.

### **Illness and Injury**

In case of illness or injury a member of the school staff will care for a child temporarily and the parent will be notified. If emergency medical treatment is necessary the parent/guardian will be contacted.

By law, only emergency first aid services may be given by the school. It is imperative that emergency information be on file, be accurate and current. School insurance provides secondary coverage. Release forms and insurance claim forms may be obtained from the school office.

Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. An elevated temperature, stomach cramps, vomiting or dizziness are indications that the child may not feel well enough to complete the school day. If a child's temperature is elevated, he/she should stay home.

### **Immunizations**

State law requires that every child must have verification of the following immunizations before permitted to enter school.

- EC3-4 students: Diphtheria/Pertussis/Tetanus; Polio vaccine; Measles/Mumps/Rubella (MMR) vaccine 1 dose; Varicella vaccine 1 dose; Hepatitis B series 3 doses
- Kindergarten students: All of the above plus Measles/Mumps/Rubella (MMR) 2<sup>nd</sup> dose
- Graden7 students: All of the above plus Tetanus/Diphtheria toxoids (Td) booster

#### **The HRS "blue" card is required**

It is school policy to conform to Diocesan policy regarding communicable diseases.

### **Home and School Association**

The Home and School Association is a formal parent and teacher group working for the benefit of the school. The purpose of this organization is to promote cooperation between the school and the parents to raise funds. This group makes a significant contribution toward holding down tuition rates. Parents/Teachers are urged to participate in all Home and School functions.

### **School advisory Commission**

The School Advisory Commission meets the second Monday of August, October, January, March and May. Meetings are held in the concession area of the gym, 6:30-7PM is open forum. The advisory meeting begins at 7PM.

### **Liturgy**

School Masses are celebrated every Friday that school is in session and on Feast Days and Holy Days of Obligation and other regular intervals during the school year. Parents/Guardians are welcome and encouraged to participate in these liturgies. Teachers and students in grades 3-8 will plan the liturgy on a rotation basis.

The opportunity for the Sacrament of Reconciliation will be scheduled each liturgical season throughout the school year.

### **Lost and Found**

Lost and found is located in the main building. Students should check the lost and found before and after school. **Parents are required to label all personal items especially uniforms, PE clothes, sweaters, sweatshirts and lunchboxes.** At the end of every grading period all unclaimed items will be given to charity.

### **Lunch**

Lunches should be packed at home and prepared to fit the appetite of the child. If a child has forgotten his/her lunch a phone call will be made to the parent. If you are unable to be reached or unable to bring a lunch we will make sure that he/she has something to eat. **Do not purchase fast food** to bring for your student at lunchtime and do not come to eat lunch with your child. It is very disruptive to the other students. We encourage the children to put uneaten food in their lunchboxes so that you can see what your child's not eating and pack accordingly. Information regarding hot lunches and milk will be sent home regularly. Please fill out your menus and return them with your money by specified date.

### **Medication Policy**

The following guidelines must be followed for students who are required to take prescribed medication during school hours. School personnel are authorized to administer prescribed medication, under Section 232.49,F.S., provided that the prescribed medication, in its original bottle, is labeled with the following information: Student's name; name of medication; directions concerning dosage; time of day to be taken; Physician's name; date of prescription. Permission to administer medication should be signed by parent/guardian. The medication shall not exceed the dosage required for two weeks. **ALL DATES MUST BE CURRENT.**

- Antibiotics shall be no older than 14 days.
- Liquid antibiotics need to be refrigerated.
- Medications, other than liquid antibiotics, will be retained in a locked cabinet in the clinic.

Medications must be brought to school by the parent/guardian. **STUDENTS ARE NOT ALLOWED TO BRING THEIR OWN MEDICATIONS TO SCHOOL.**

If medication is to be taken at home as well as at school, it is recommended that the parent/guardian request the pharmacist to divide the prescription into two (2) containers so that only the amount of the medication needed during school hours has to be brought to school. Students will not be allowed to take their medication out of the clinic. The parent/guardian must pick up any extra medication.

Due to possible side effects of non-prescription medications such as aspirin or other over the counter products, non-prescribed medications will not be dispensed unless the **physician and parent/guardian give authorization in writing.** Non-prescription, over the counter medications, must be in the original container with the safety seal intact in order to be dispensed. All medications will be stored in a locked cabinet in the clinic. Students are not allowed to carry any over the counter medication.

**Please pay special attention to the above policy for without adherence to these rules school personnel will not be allowed to administer or dispense medications to your child.**

## **Report Cards/Progress Notification**

Dates are listed in the school calendar for the completion of each of the grading periods. Early childhood and Kindergarten issue their first progress report at the end of the second grading period. The grading system for students in grades 1-8 will be as follows:

<u>Grades 1-3</u>		<u>Grades 4-8</u>	
E	Excellent	100 – 90	A
VG	Very Good	89 – 80	B
S	Satisfactory	79 – 70	C
N	Needs Improvement	69 -65	D
U	Unsatisfactory	64 and below	F
I	Incomplete	Incomplete	I

Exams: Grade 6 through 8 take mid term and final exams. These are not part of the second or fourth marking period but contribute a separate grade on the report card. In determining the final average each marking period counts as 1/5<sup>th</sup> of the grade and each exam counts as 1/10<sup>th</sup>. Only the middle school takes exams.

Progress reports will be sent home in the middle of each quarter for all students in grades 1 through 8. The awards ceremonies will follow the report card distribution dates. Please make every effort to attend.

## **Awards**

Awards are given to students in grades 5 through 8 after each report card and at the end of the year.

Principal's List: 93 – 100 in all academic subjects

Honor Roll: 85 and above in all academic subjects

**Students will not be awarded the principal's list or honor roll if they have unsatisfactory comments on the report card or have served a detention during the marking period.**

## **Homework**

Homework is an extension of classroom work for the purpose of reinforcing and enriching what is taught at school. A gradually increasing time allotment for homework will be followed as closely as possible:

Grades 1 & 2	30 minutes
Grades 3-5	45 minutes
Grades 6-8	1 hour to 1½ hours

Studying for tests is definitely considered homework. Therefore, even when students have no written assignments, they should have studying to do. Realizing that no two children learn at the same rate, if the previous schedule is physically difficult or consumes more than the guideline, parents should confer with the teacher involved. All students in first through eighth grade are required to have student planners, which must be checked and signed by parents nightly.

## **Graduation, Promotion and Retention**

Students, who have successfully completed the program of studies prescribed for them by the school, are eligible to graduate. Where possible, the ceremony will be part of a liturgical celebration. In all grade levels, students will be promoted upon successful completion of the assigned curriculum.

**Students will not be allowed to participate in graduation celebration unless all account and fees are current. This will include a graduation fee that will be assessed to you as early as possible to give ample time for payment by May 1<sup>st</sup>.** This graduation fee covers all expenses associated with graduation and special activities during the course of the year.

The teacher in a timely fashion will initiate discussion regarding promotion and/or retention. Parents and teachers must maintain an ongoing communication concerning the progress of the child. **Any student receiving two failing grades in a major subject area is definitely in danger of failure for the year. A parent/teacher conference is required for any failing grade on the student's report card.**

## **Promotion and Retention**

<b>Grade Level</b>	<b>Min Passing Grade</b>	<b>Subject Areas to be considered for Possible Retention</b>	<b>Terms of Automatic Retention</b>	<b>Additional Consideration</b>	<b>Summer Requirements</b>	<b>Re-Entry Requirements</b>
EC3		NA	NA	NA	NA	NA
EC4		NA	NA	NA	NA	NA
K	N	Reading & Math	Failure in Either Subject	NA	NA	NA
1	N	Reading & Math	Failure in Either or Both Subject	NA	NA	NA
2	N	Reading & Math	Failure in Either or Both Subject	NA	NA	NA
3	N	Reading & Math	Failure in Either or Both Subject	NA	NA	NA
4	65	Reading, Math, Language Arts, Science, Social Studies, Religion	Failure in two (2) Subject areas and/or Failure in Re-entry Exam	Failure in Math OR L.A./Reading	Summer Professional Remediation	Pass NDCS Re-entry Exam in the Subject Area
5	65	Reading, Math, Language Arts, Science, Social Studies, Religion	Failure in two (2) Subject areas and/or Failure in Re-entry Exam	Failure in Math OR L.A./Reading	Summer Professional Remediation	Pass NDCS Re-entry Exam in the Subject Area
6	65	Reading, Math, Language Arts, Science, Social Studies, Religion	Failure in two (2) Subject areas and/or Failure in Re-entry Exam	Failure in Math OR L.A./Reading	Summer Professional Remediation	Pass NDCS Re-entry Exam in the Subject Area
7	65	Reading, Math, Language Arts, Science, Social Studies, Religion, Spanish	Failure in two (2) Subject areas and/or Failure in Re-entry Exam	Failure in Math OR L.A./Reading	Summer Professional Remediation	Pass NDCS Re-entry Exam in the Subject Area
8	65	Reading, Math, Language Arts, Science, Social Studies, Religion, Spanish,	Failure in two (2) Subject areas	NA	NA	NA

## **Deficiency Status Options**

<b>Grade Level</b>	<b>Average</b>	<b>Subject Areas</b>	<b>Terms of Automatic Retention</b>	<b>Additional Considerations</b>	<b>Summer Requirements</b>	<b>Re-Entry requirements</b>
4 to 6	65-69	Reading, Math, Language Arts, Science, Social Studies, Religion	NA	NA	Teacher-developed Summer Packet	NA
7	65-69	Reading, Math, Language Arts, Science, Social Studies, Religion, Spanish	NA	NA	Teacher-developed Summer Packet	NA
8	65-69	Reading, Math, Language Arts, Science, Social Studies, Religion, Spanish	NA	Recom. Remediation at HS Level	NA	NA

Students who have a cumulative failing average in two major academic subject areas (Language Arts, Math, Social Studies, Religion and Science, Spanish for 7<sup>th</sup> and 8<sup>th</sup> graders) will be recommended for retention. The decision will be made by the administrator in conjunction with the recommendation of the classroom/subject area teacher, and/or the guidance counselor when necessary. In grades one through five, no student is to be promoted to the next grade if reading or mathematics has been failed. The student must take home remedial summer work and return this to the subject area teacher the first week of August for a grade promotion to be issued. Students in middle school must meet all of the above standards for promotion or graduation: Language Arts and Mathematics must be passed with a 70% average for the year.

Failure in either or both of these subjects will require successful completion of summer work before promotion or diploma is issued. No grade may be lower than 69% in all academic subjects. If a grade is lower than 69% the student will be given make-up work during the summer months, which must be completed satisfactorily before promotion to the next grade. **No exception will be made!**

Eighth grade students who do not meet these requirements will not receive a diploma.

### **Responsibility**

Parents have been entrusted with the responsibility to educate their children. In order to assist you in this function, we require your cooperation in affording each child the best possible venue for growing and learning. Parents are responsible for having their children at school on time, in full uniform, well rested, having had breakfast, and ready to begin class with appropriate supplies and lunch. Students are responsible to come to class, every day, prepared with homework, necessary school supplies and all their books. The school will furnish all books. School supply lists will be published at the beginning of the summer vacation. All notebooks and theme tablets must be purchased at the school before the first day of school in August. All textbooks must be covered. Students in grades 1 through 8 will be issued a ND planner and are required to utilize this planner, which must be checked and signed daily by the parents and teachers. If lost there will be a \$6 replacement cost. All books must be carried in book bags or back packs that will fit in lockers.

Students who do not have necessary materials in class to do work (pens, paper, pencils, texts, etc.) may be required to forfeit grade credit for work that cannot be completed without such materials.

### **Visitors**

**All visitors to school including parents must check in at the office in the Archbishop Hurley Building to sign in and obtain a visitors pass. Visitors must sign out and passes turned in to the office before leaving campus. For the safety of all students, visitors may not go directly to the classroom or directly to the St. Francis Building.**

### **Volunteers**

All parents, grandparents, aunts, uncles and friends of the family are encouraged to volunteer for various activities and events throughout the year at Notre Dame. Notre Dame families are required to give 20 hours of service to the school each year. Those who fail to meet this requirement will be charged \$15 for each hour missing, as stated on the Parent Agreement form signed by each family upon registration. All volunteers are required to attend a Safe Environment workshop. If volunteers anticipate working with the children in a supervisory manner must be level II fingerprinted. Opportunities for service are varied and numerous and are offered by the Home and School Association.

### **Withdrawals/Transfers**

In the event that a child will be withdrawn from Notre Dame School parents should notify the office at least one week prior to the date. A release of records form should be signed at the new school and sent to Notre Dame. All records will be sent after all financial responsibilities have been completed.

According to Diocesan policy, if a parent is considering a home-schooling venue, the cumulative file will be forwarded to the county public school district in which the child resides. The parent is accountable and responsible to the public school district for the child's academic progress.

# Notre Dame Catholic School

## FEE SCHEDULE 2008-2009

<b>Re-Registration Fee Per Student</b>	Registration fee is non-refundable and applies to all grades/ages	<b>\$200.00</b>
<b>New Registration Fee Per Student</b>	Registration fee is non-refundable and applies to all grades/ages	<b>\$225.00</b>
<b>Book Fee Early Childhood – 5<sup>th</sup></b>	Book fee is non-refundable after students first day of school. DUE Upon Registration	<b>\$200.00</b>
<b>Book Fee 6<sup>th</sup>-8<sup>th</sup></b>	Book fee is non-refundable after students first day of school. DUE Upon Registration	<b>\$225.00</b>
<b>Educational Investment</b>	One-time fee applies to all families. DUE Upon Registration	<b>\$500.00</b>
<b>Graduation Fee 8<sup>th</sup> Only</b>	DUE by <b>April 30, 2009</b>	<b>\$150.00</b>

## TUITION FEES K-8<sup>TH</sup>

	Parish Subsidy Rate		Non-Parish Member Full Tuition (Per Student)	
	Yearly	Monthly		
<b>1<sup>st</sup> Child</b>	<b>\$3510.00</b>	<b>\$351.00</b>	<b>\$5460.00</b>	<b>\$546.00</b>
<b>2<sup>nd</sup> Child</b>	<b>\$6425.00</b>	<b>\$642.50</b>		
<b>3<sup>rd</sup> Child</b>	<b>\$8795.00</b>	<b>\$879.50</b>		
<b>4<sup>th</sup> Child</b>	<b>\$11,085.00</b>	<b>\$1,108.50</b>		

**Parish subsidy form is required.** Parishes of Hernando County will subsidize families who are active registered members. All families are obliged to support their parishes and have a verification form signed by their pastor. This form must be returned with the registration packet. We will forward to your pastor for signature. You may pay tuition at the in-parish rate only with your pastor's approval.

## TUITION FEES EARLY CHILDHOOD

5 Day Program

Full Day: 8:00 a.m. - 3:00 p.m.

Half Day: 8:00 a.m. – 12:00 p.m.

<b>Full Day</b>	<b>\$4400.00</b>
<b>Full Day with Siblings</b>	<b>\$4320.00</b>
<b>Half Day</b>	<b>\$3075.00</b>

We accept VISA, MasterCard, Discover and American Express for **full tuition, semi-tuition, books, registration and Educational Investment only** (monthly tuition payments must remain on FACTS). If you choose to use a credit card there will be a **3% transaction fee** and you must (no exceptions) come into the Business Office in person.

All payments are to be made payable to Notre Dame Catholic School.

**FAMILIES WILL NOT BE ALLOWED TO RE-REGISTER THEIR STUDENT UNTIL ALL ACCOUNTS AND FEES ARE CURRENT.**

